



## JANITORIAL/MAINTENANCE JOB DESCRIPTION – MARS HILL

**General Description:** The Janitor shall complete the following duties:

**Monday, Wednesday, Friday:**

Sweep hallways, gym, vacuum entry rugs
Empty all trash cans
Clean toilets
Clean sinks
Sweep bathrooms
Mop urinal areas

**Weekly:**

Clean office (dust, vacuum, trash)
Clean 2-3 classrooms (dust, vacuum, sweep, mop, whiteboards, sinks, trash)
Mop floors
Vacuum assembly room
Wash windows (especially doorway windows)
Dust bathrooms (baseboards, soap dispensers, etc)
Clean staff bathroom (sink, toilet, floors, dust corners, wipe baseboards)
Clean staff lunch area (sink, countertops, wipe out microwaves, replace towels/rags with clean ones, etc)
Vacuum lunchroom, sweep & mop tile, put tables back down
Clean drinking fountains
Wash entry windows



**As Needed:**

Full clean/spot clean before major school events
Occasional special cleaning, always before school programs or public use of facilities
Fulfill special requests made by teachers

**Facilities/Preventative Maintenance:**

Monitor salt for softener
Monitor chemicals for boiler
Monitor boiler for routine checks and performance
Perform minor fixes as needed
Some outdoor maintenance as needed (weed control, hedge trimming, raking, etc)
Determine/perform needed floor maintenance
Perform preventative maintenance checks for various aspects of the building (roof, HVAC, boiler, fire testing, etc)

**Qualifications:** The Janitor shall be one who has received Jesus Christ as Savior and Lord. The Janitor shall be spiritually mature and shall seek to honor Christ in every interaction and in every activity. The Janitor shall have the necessary interpersonal and organizational skills required to fulfill the duties.

**Contracted by:** School board for one year, though an immediate start is an option

**Responsible to:** Headmaster

**Responsibilities:**

**Spiritual** The Janitor shall:

1. Seek to role model in attitude, speech, and actions a consistent daily walk with Jesus Christ.
2. Follow Jesus' example in Matthew 18 in dealing with students, parents, staff, and administration.

**Professional** The Janitor shall:

1. Complete duties as assigned in the General Description

**Personal** The Janitor shall:

1. Demonstrate the character qualities of enthusiasm, courtesy,



flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

2. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.

3. Respectfully submit and be loyal to the Headmaster and the Board.

4. Communicate with others in a courteous and helpful manner.

5. Represent the school in a favorable and professional manner to its constituency and the general public.

***Evaluation***

Performance of these responsibilities will be evaluated in accordance with Board policies.

